

BEACON OM Workflow Routing

OM Position Process	Input Method	OM Workflow Actions	Routing for Approval						
			OM Requestor	Funding	OSBM	Division	Agency	OSP (if required)	Shared Services
New Position/Fund Position	On-line request and workflow	100 - Create New Position	OM Requestor	Funding	OSBM	Division	Agency	OSP (if required)	Shared Services
Reallocation Actions	On-line request and workflow	102 - Re-Establish Position	OM Requestor	Funding	OSBM	Division	Agency	OSP (if required)	Shared Services
Abolish & Re-establish	On-line request and workflow	103 - Reallocate Position Up	OM Requestor	Funding		Division	Agency	OSP (if required)	Shared Services
Position Transfer	On-line request and workflow	104 - Reallocate Position Down	OM Requestor	Funding		Division	Agency	OSP (if required)	Shared Services
Position Hours Change	On-line request and workflow	105 - Reallocate Position Horizontal	OM Requestor	Funding		Division	Agency	OSP (if required)	Shared Services
Position Type Change	Update Directly in SAP	106 - Position Adjustment from Auth	OM Requestor	Funding		Division	Agency	OSP (if required)	Shared Services
County Change	On-line request and workflow	107 - Reallocate Position Differential	OM Requestor	Funding		Division	Agency	OSP (if required)	Shared Services
Supervisor Change	On-line request and workflow	108 - Remove Position Differential	OM Requestor	Funding		Division	Agency	OSP (if required)	Shared Services
Position Address Change	Update Directly in SAP	109 - Abolish Position	OM Requestor	Funding		Division	Agency	OSP (if required)	Shared Services
Position Time Settings Change	Update Directly in SAP	113 - Position Transfer	OM Requestor	Funding		Division	Agency	OSP (if required)	Shared Services
Position Working Title Change	Update Directly in SAP	115 - Position Hours Change	OM Requestor	Funding		Division	Agency	OSP (if required)	Shared Services
Cost Distribution Change	Update Directly in SAP (unless part of another OM Action)	116 - Position Employee Group/Subgroup Change	OM Requestor	Funding		Division	Agency	OSP (if required)	Shared Services
Budgeted Salary Change	Update Directly in SAP (unless part of an OM or PA Action)	122 - Position County Change	OM Requestor	Funding		Division	Agency	OSP (if required)	Shared Services
		124 - Change Supervisor of Position	OM Requestor			Division	Agency	OSP (if required)	Shared Services

BEACON PA Workflow Routing

PA Workflow Actions		Reason Code	Routing for Approval						
Z0 - New Hire		all	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
Z1 - Promotion		all	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
Z2 - Re-instatement		all	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
Z3 - Leave of Absence		all	PARequester	Division	Agency		OSP (if required)		PARequester
Z4 - Quick Entry		all	PARequester	Division	Agency		OSP (if required)		PARequester
Z5 - Investigatory w/Pay		all	PARequester	Division	Agency		OSP (if required)		PARequester
Z6 - Suspension		all	PARequester	Division	Agency		OSP (if required)		PARequester
Z7 - Non-Beacon to Beacon		all	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
Z8 - Transfer		all	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
Z9 - Appointment Change		all	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
ZA - Reallocation		all	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
ZB - Demotion		all	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
ZC - Salary Adjustment		all	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
ZD - Cancel Salary Adjustment		all	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
ZE - Range Revision		all	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
ZF - Separation Pay Continuation		all except 02, 03	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
ZF - Separation Pay Continuation		2 - RIF Severance	PARequester	Division	Agency	OSBM	OSP	Funding	PARequester
ZF - Separation Pay Continuation		3 - RIF Dis Serv Retire	PARequester	Division	Agency	OSBM	OSP	Funding	PARequester
ZG - Separation		all except 06, 21	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
ZG - Separation		6 - RIF	PARequester	Division	Agency		OSP	Funding	PARequester
ZG - Separation		21 - Pay in Lieu of notice	PARequester	Division	Agency		OSP	Funding	PARequester
ZH - Career Progression		all except 11	PARequester	Division	Agency		OSP (if required)	Funding	PARequester
ZH - Career Progression		11 - Broad Band Salary Adj	PARequester	Division	Agency		OSP	Funding	PARequester

PA Actions	Input Method
New Hire and Reinstatement	On-line request and workflow
Actions involving Salary changes – Promotions, Salary Adjustments, Reallocations, etc..	On-line request and workflow
Separation	On-line request and workflow
Leave of Absence	On-line request and workflow
Transfer	On-line request and workflow
Appointment Type Change	On-line request and workflow
Other changes to Master Data, such as Name Change, Address Change, Education Level Changes, etc..	Enter directly into the system without workflow, unless part of another PA action.